



DEPARTMENT OF THE ARMY  
U.S. ARMY MEDICAL COMMAND  
HEALTH CARE ACQUISITION ACTIVITY  
FORT SAM HOUSTON, TEXAS 78234-6000



REPLY TO  
ATTENTION OF

MCAA (715)

5 Dec 96

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy regarding implementation of AL 96-3, Purchase of commercial items valued between \$2500 and \$25,000 Using the IMPAC Purchase Card; Policy Letter 96-5

1. Purpose: To establish policy regarding Contracting offices of the Health Care Acquisition Activity implementation AL 96-3.
2. Background: AL 96-3 authorizes use of the credit card by personnel outside the contracting office to \$25,000 rather than the present limit of \$2500. The process to that utilization requires contracting offices to establish BPAs with small businesses, requires our customers to compete their requirements exceeding \$2500 among the BPA holders, and also requires our customer to establish and maintain a register of transactions and to provide a copy of the register to the servicing contracting office monthly so that actions and dollars are included in the procurement reporting data system. The process was originally viewed by OPARC as a step backward in our process to use the credit card to its full advantage. We provided our rationale to the Policy Division of DA who have agreed that the process is to be implemented only when the servicing contracting office considers implementation to be of benefit.
3. USAMEDCOM contracting offices may implement AL 96-3 when it's determined that implementation provides appropriate benefit. Additional customer training which is a consequence of this procedure must be considered.
4. An abbreviated BPA format is authorized in this scenario. A copy is enclosed hereto for convenience.
5. It is imperative you include your System Administrator in the discussions regarding implementation of the AL as it will be they who must determine the input format for the Procurement Reporting Data System.

Encl

  
LINDA H. SMITH

Principal Assistant  
Responsible for Contracting

MCAA

SUBJECT: Policy Regarding Implementation of AL 96-3, Purchase of Commercial Items Valued Between \$2500 and \$25,000 Using the IMPAC Purchase Card; Policy Letter 96-05

DISTRIBUTION:

CHIEF, CONTRACTING CENTER, MEDCOM HEALTH CARE ACQUISITION ACTIVITY:

CENTRAL CONTRACTING OFFICE, ATTN: MCAA-C

PACIFIC CONTRACTING CENTER, ATTN: MCAA-PC

SOUTHEAST CONTRACTING CENTER, ATTN: MCAA-SE

SOUTHWEST CONTRACTING CENTER, ATTN: MCAA-SW

NORTHWEST CONTRACTING CENTER, ATTN: MCAA-NW

DIRECTOR OF CONTRACTING, FITZSIMONS ARMY MEDICAL CENTER,  
ATTN: MCHG-DC

DIRECTOR OF CONTRACTING, WALTER REED ARMY MEDICAL CENTER,  
ATTN: MCHL-ZC

DIRECTOR OF CONTRACTING, FORT SAM HOUSTON, ATTN: MCGA-DOC